

# Maryland State Board of Elections



## Scanning Unit: Election Day Step-by-Step Guide

2/17/2016

This guide provides election judges with step-by-step instructions for the most commonly used procedures for the Scanning Unit for election day.

**Need Help? Call: (240) 777-8543**

Scanning Unit Setup.....	2 - 3
Opening the Polls.....	4 - 14
Casting a Ballot.....	15
Ballot Issues.....	16
Ballot Issues - Notes.....	17
During Voting Hours.....	18
Closing the Emergency Ballot Compartment.....	19 - 20
Closing the Polls.....	21 – 31
Packing the Scanning Unit.....	32

# Scanning Unit Setup

1

Monday night:  
Remove the Scanning Unit from the Transfer Cart (to prevent injury and damage, this should be done by at least two election judges). Roll the Scanning Unit to the location designated by the precinct site survey.



2

Engage both parking brakes of the Scanning Unit by gently stepping on them. They will snap into place. **Caution: The metal tabs are sharp!**



3

Verify the shipping tag on the back of the Scanning Unit to ensure it is the correct Polling Place.



**Shipping Tag**

# Scanning Unit Setup

- 4** With flat key, unlock the back door of the Scanning Unit, unwrap the power cord (with the grey surge protector attached) and plug the cord into an electrical outlet.

**Leave the power cord compartment door open.**



**IMPORTANT:** Keep the back door of the Scanning Unit open when the Scanning Unit is plugged into an electrical outlet. Failure to do so may result in the unit overheating.

- 5** Ensure that both lights on the surge protector (red and green) are lit.



# Opening the Polls

- 1** Monday Night: **Verify** the security seal number on the Scanning Unit lid (column **A** of the *Scanning Unit Integrity Report – Opening*). Also verify the Main Ballot Box Seal # (Column **E**), the Emergency Ballot Box Seal # (Column **G**), and the Right and Left Case Seal #s (Columns **L** and **J**).

Scanning  
Unit Lid  
Seal



**A**

SCANNING UNIT INTEGRITY REPORT – <u>OPENING</u> ELECTION DAY 2016 Presidential Election						
County: _____			Date: _____			
District/Ward/Precinct: _____						
1. Place all security seals removed in the _____						
2. Attach a Zero Report from each Scanning Unit to this report. Also post a Zero Report from each Scanning Unit for public viewing.						
Remember: Record the reason for removing <b>ANY</b> tamper tape or seal after opening and prior to closing the polls on the "Tamper Tape/Security Seal Removal Report" and place removed tamper tape on the back of it.						
COMPLETE ALL GREY AREAS						
	A. Scanning Unit Lid Seal #	B. Scanning Unit Serial #	C. Rear Access Door Tamper Tape # (Do Not Remove)	D. Front Access Door Tamper Tape # (Do Not Remove)	E. Main Ballot Box Seal #	F. New Main Ballot Box Seal #
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Record
1						
2						
	G. Emergency Ballot Compartment Seal #	H. New Emergency Ballot Compartment Seal #	I. Left Case Seal # (Do Not Remove)	J. Right Case Seal # (Do Not Remove)	K. Public Count	L. Protected Count
Scanning Unit #	Verify ✓	Record	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1						
2						
To the best of our knowledge, the information on this report is true and accurate.						
Assisting Judge(s): _____						
Chief Judge: _____			Chief Judge: _____		Draft 10/21/2015	

# Opening the Polls

- 2** Tuesday Morning: Remove the security seal. Use the Scanning Unit flat key to unlock the lid.



- 3** Unhook the lid latches. Pull both latches out and flip up. Do not force the lid up. Instead, hold onto the latches as you nudge the lid upward. The hydraulic arms will do the lifting.



# Opening the Polls

- 4** Verify the serial number on the top of the Scanning Unit (column **B** of the *Scanning Unit Integrity Report - Opening*).



**B**

- 5** **Verify** the tamper tape number on the rear access door (column **C** of the *Scanning Unit Integrity Report - Opening*). **Do NOT remove the tamper tape.**

Rear Access  
Door

**C**



- 6** Use the round key to unlock and open the Ballot Scanner.





# Opening the Polls

- 7** Gently lift and raise the screen to the upright position. The Ballot Scanner will turn on by itself. If the Ballot Scanner does not turn on, alert a chief judge.



- 8** Verify the tamper tape number on the front access door (column **D** of the *Scanning Unit Integrity Report – Opening*). **Do NOT** remove the tamper tape.

Front Access  
Door

D

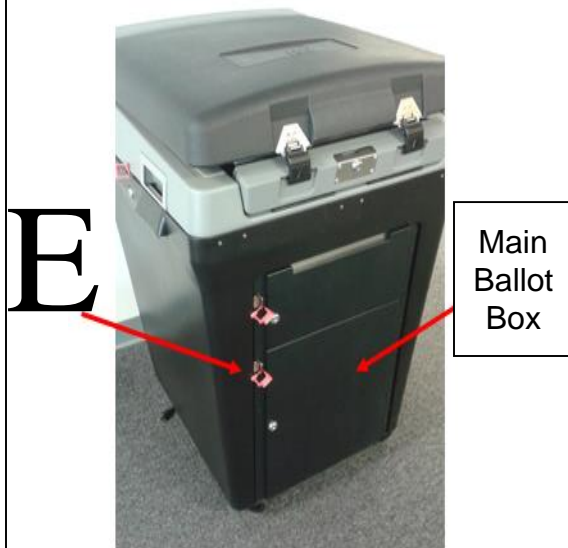


**Note:** If the Ballot Scanner does not turn on or if you hear a series of four beeps check the power supply to the Scanning Unit. Make sure power cord is connected firmly in the back of the Scanning Unit and also into the grey surge protector and power outlet. Make sure the power outlet is “live” (i.e., power is coming through the outlet). If the Ballot Scanner still does not turn on, alert a chief judge.



# Opening the Polls

- 9** Verify the number on the security seal on the Main Ballot Box (column **E** of the *Scanning Unit Integrity Report – Opening*).



- 10** Remove the seal, unlock and open the Main Ballot Box door.



- 11** Retrieve an empty Ballot Transfer Bin from the precinct supply cart.





# Opening the Polls

**12**

Look inside the Main Ballot Box to verify that it is empty. If there are any ballots inside the Main Ballot Box, alert a chief judge.



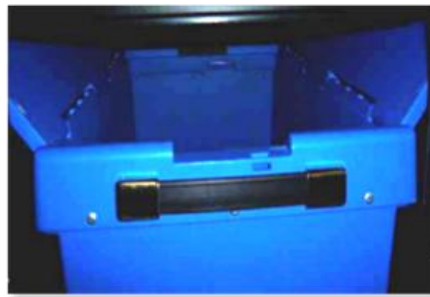
**13**

If locked, unlock the empty Ballot Transfer Bin.



# Opening the Polls

- 14** Place the empty Ballot Transfer Bin inside the Main Ballot Box. Ensure that both lids of the Ballot Transfer Bin are open and resting on the sides inside the Main Ballot Box and the strap handle is facing out.



- 15** Close, lock, and reseal the Main Ballot Box door.

**Record** the new seal number in column **F** of the *Scanning Unit Integrity Report - Opening*.

**F** →



- 16** **Verify** the number on the security seal on the Emergency Ballot Compartment door (column **G** of the *Scanning Unit Integrity Report - Opening*). Remove the security seal.

**G** →



Emergency  
Ballot  
Compartment

- 17** Unlock and open the Emergency Ballot Compartment door. Make sure that the compartment is empty. **Beware of sharp edges.** Alert a chief judge if any ballots are found inside the Emergency Ballot Compartment.



# Opening the Polls

- 18** Ensure that the metal flap on the Emergency Ballot Compartment door is raised.



Emergency Ballot Compartment metal flap in up position.

- 19** Close, lock, and reseal the Emergency Ballot Compartment door.

**Record** the new seal number in column **H** of the *Scanning Unit Integrity Report - Opening*.

**H**



- 20** **Verify** the left and right side case seal numbers (columns **I** and **J** of the *Scanning Unit Integrity Report - Opening*). **DO NOT** remove the seals.

**I**



**J**

Right Case Seal on opposite side is not shown here (column **J**).

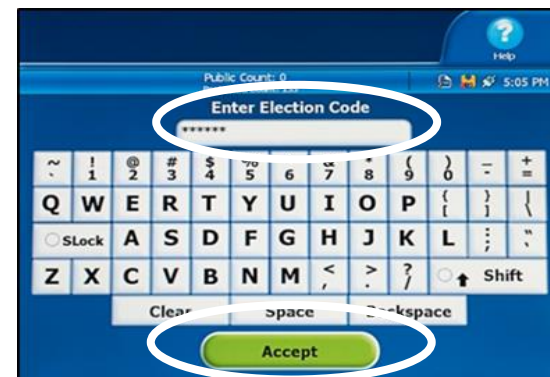
# Opening the Polls

- 21** Once the Ballot Scanner turns on, **verify** the Public Count number is the same as indicated in column **K** of the *Scanning Unit Integrity Report – Opening*. Also **verify** the Protected Count number is the same as indicated in column **L**.

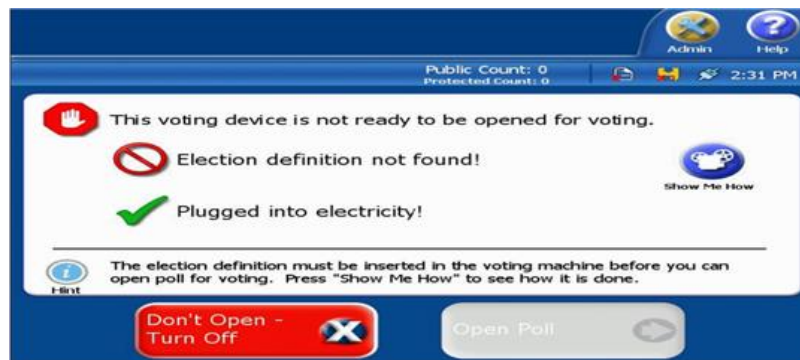


K  
L

- 22** A chief judge enters the **election code** then touches “**Accept.**”



**NOTE:** The Ballot Scanner performs an internal self-test. This process may take several minutes. **If the following screen appears, or if the Ballot Scanner automatically shuts down, alert a chief judge immediately. Never turn off the Ballot Scanner or unplug the Scanning Unit unless instructed by the local board of elections.**

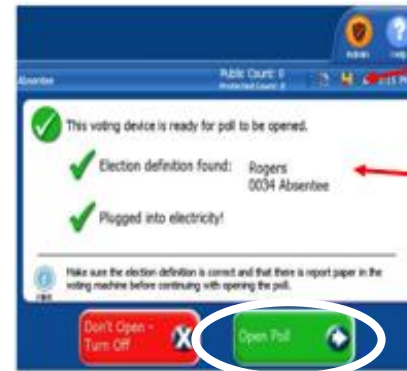


# Opening the Polls

- 23** A Configuration Report will automatically print.



- 24** **Verify** that the precinct name displayed on the display screen is correct and the Ballot Scanner is receiving power. Touch **“Open Poll.”**



Power Indicator

Precinct Name

- 25** Two copies of the “Zero Report” will print. Separate the Zero Reports into two individual reports:
- A.** Both chief judges sign both Zero Reports.
  - B.** Attach the first copy of the Zero Report (with the Configuration Report still attached) to the *Scanning Unit Integrity Report - Opening*.
  - C.** Post the second copy of the Zero Report for public viewing.



# Opening the Polls

- 26** Once the self-test is completed and Zero Reports are printed, the following screen appears. Touch **“Go To Voting Mode.”**



- 27** When the Ballot Scanner is ready to receive ballots, the following screen appears.





# Casting a Ballot

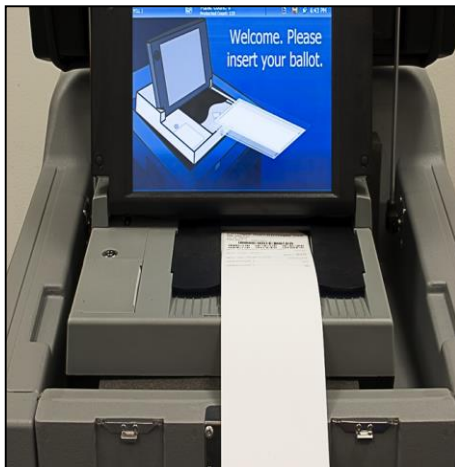
The Ballot Scanner has two slots to accept ballots:

The top slot will only accept a ballot marked on a Ballot Activation Card by a voter who used a Ballot Marking Device (BMD). Instruct the voter to insert these ballots into the top slot (see #1 below). **NOTE: Trying to insert a BMD ballot into the bottom slot may cause a paper jam.**

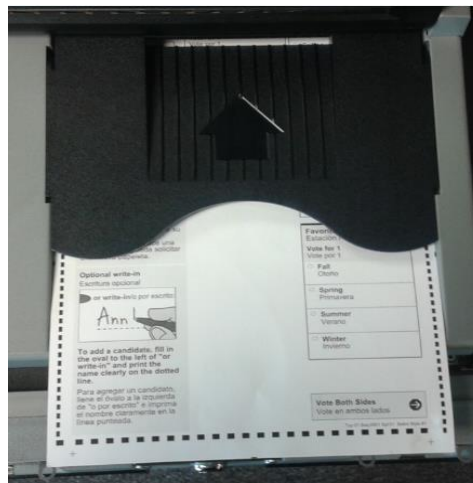
The bottom slot is for hand-marked ballots only (see #2 below).

Ballots can be fed into the Ballot Scanner in any direction, either face up or face down, top first or bottom first. **DO NOT** fold the ballot. **DO NOT** force the ballot into the Ballot Scanner

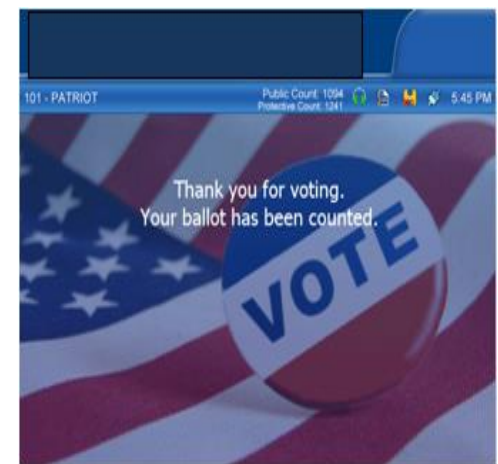
- 1** Instruct voters to insert Ballot Activation Card ballots into the top slot of the Scanning Unit.



- 2** Instruct voters to insert hand-marked ballots into the bottom slot of the Scanning Unit.



- 3** When a ballot is accepted by the Scanning Unit, the display reads "Thank you for voting. Your ballot has been counted."

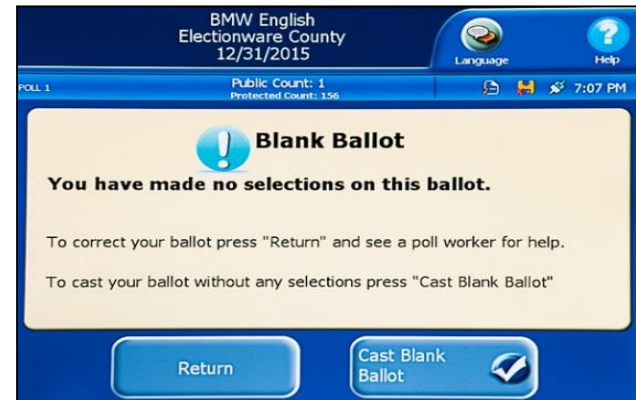


# Ballot Issues

An **overvoted** ballot will cause the display screen to prompt the voter either to “**Return**” or “**Cast**” the ballot.



A blank ballot will cause the display screen to prompt the voter either to “**Return**” or “**Cast Blank Ballot**.”

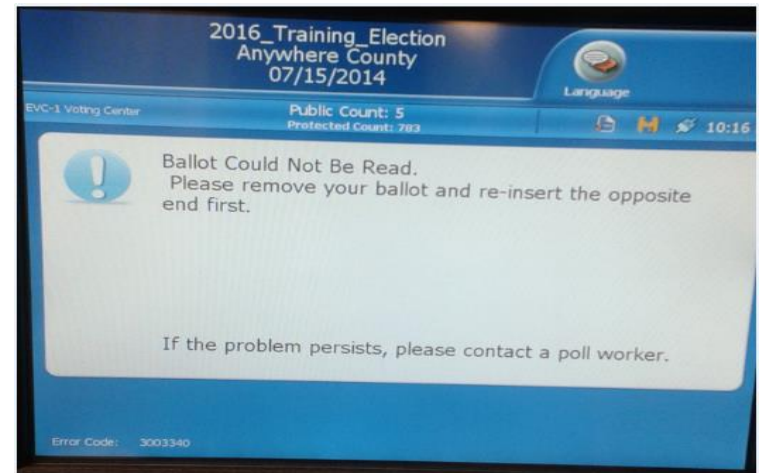


The Ballot Scanner will **accept** ballots that contain undervoted contests **without cautioning the voter**.

All selections made by the voter in undervoted contests are recorded by the Ballot Scanner.

No selections will be counted for undervoted “vote for 1” contests.

A **rejected** ballot will cause the display screen to prompt the voter to touch “**Return**” and “**reinsert the ballot opposite end first.**” If the ballot is still rejected, it must be spoiled by the voter and replaced.



# Ballot Issues - Notes

## NOTES:

1. Tell a chief judge when a voter touches **“Return.”**
2. If the voter accidentally touches **“Cast”** instead of **“Return,”** the voter cannot vote again.
3. When ballots with overvoted contests are cast, no vote is recorded for the overvoted contests. All other voted contests are recorded.
4. The Ballot Scanner will accept all ballots that contain **undervoted** contests without cautioning the voter. All selections made by the voter in undervoted contests are recorded by the Ballot Scanner. No selections will be counted for undervoted “vote for 1” contests.
5. The Ballot Scanner will initially caution voters whose ballots are blank. Voters may touch “Cast” on the Ballot Scanner touchscreen to cast their blank ballot or touch “Return” to not cast their ballot and have the ballot returned to them. When a voter touches “Return,” return the voter’s Voter Authority Card (VAC) to them. The voter takes their ballot and VAC to a voting booth (or Ballot Marking Device, as appropriate) to mark their selections. Issuing a replacement ballot is not necessary.
6. A voter may be issued no more than two replacement ballots. Election judges must offer assistance to a voter who has spoiled two ballots.

# During Voting Hours

Periodically check that the Scanning Unit is plugged into power.



Note the **connected plugs** icon next to the time.

If the **battery** icon is showing, check the power connection to the Scanning Unit.



Scanning Unit is operating on battery power.

# Closing the Polls

At the direction of the Chief Judges, the following procedures are to be completed after the last eligible voter in the polling place has completed the voting process.

The following procedures must be done as a bipartisan team either by Chief Judges or by Voting Judges under the direct supervision of Chief Judges.

The Emergency Ballot Compartment is used to store voted ballots if Scanning Unit malfunctions during voting hours.

**IMPORTANT:** Ballots that are placed into the Emergency Ballot Compartment shall not be removed until the last voter in line has voted at the end of the day. A bipartisan team of two election judges shall remove the ballots from the compartment and insert them into the scanner.

1

**Record** the security seal number of the Emergency Ballot Compartment in column **A** of the *Scanning Unit Integrity Report - Closing*.

Remove the security seal and unlock the Emergency Ballot Compartment.

A



# Closing the Polls

- 2** Open the Emergency Ballot Compartment door. Confirm that the Emergency Ballot Compartment is empty. **Beware of sharp edges.**



**IMPORTANT:** Alert a chief judge if any ballots are found inside the Emergency Ballot Compartment .

- 3** Close and lock the Emergency Ballot compartment. A new security seal does not have to be applied.





# Closing the Polls

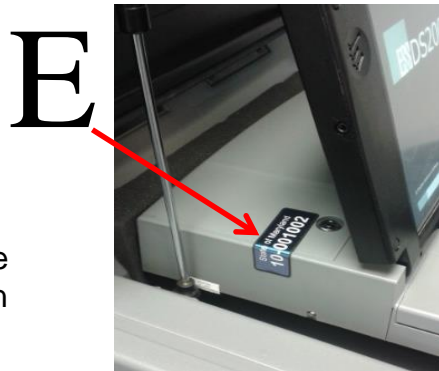
- 4** **Record** the final Public Count and Protected Count numbers in columns B & C on the *Scanning Unit Integrity Report - Closing*.



SCANNING UNIT INTEGRITY REPORT – CLOSING 2016 Presidential Election - Election Day						
Local Board: <u>Montgomery</u>				Date: <u>April 28, 2016</u>		
District/Precinct: _____						
1. Place removed tamper tape on the back of this form. 2. Attach a Totals Report from each Scanning Unit to this report. Also post a Totals Report near the Zero Report from each Scanning Unit for public viewing.						
COMPLETE ALL GREY AREAS AS NEEDED FOR EACH TABLE						
	A. Removed Emergency Ballot Compartment Seal #	B. Public Count Record	C. Protected Count Record	D. Number of VACs Record	E. Removed Rear Access Door Tamper Tape #	F. Removed Front Access Door Tamper Tape #
Unit #						
1						
2						
For two Scanning Units, add Boxes 1B and 2B for total public count						
	G. Memory Stick Serial #s Verify	H. New Scanning Unit Lid Seal #	I. Removed Main Ballot Box Security Seal/ Lock #	J. Security seal # on Ballot Transfer Bin - Front	K. Security seal # on Ballot Transfer Bin - Rear	
Unit #						
1 Main						
1 Rear						
2 Main						
2 Rear						
To the best of our knowledge, the information on this report is true and accurate.						
Assisting Judge(s): _____						
Chief Judge: _____			Chief Judge: _____ place in red folder			

- 5** Count the total number of VACs from the Scanning Unit VAC Envelope(s) during the day. **Record** the number of VACs in column **D** on the *Scanning Unit Integrity Report – Closing*. Place all VACs into VAC box(es). Give them the to Chief Judges.

- 6** **Record or verify** the rear access door tamper tape number in column **E** on the *Scanning Unit Integrity Report – Closing*. Remove the tamper tape and place on back of the report.

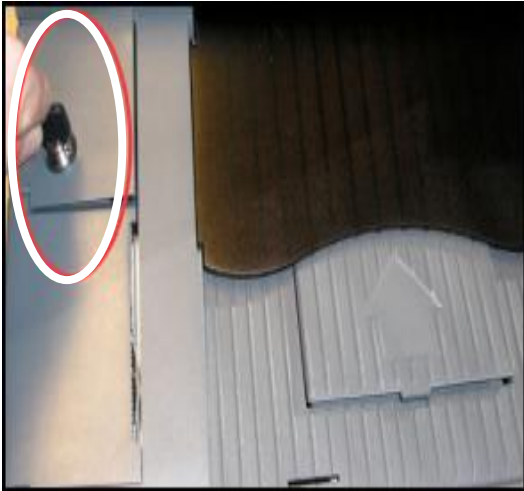


- 7** **Record** the tamper tape number located on the front access door in column **F** of the *Scanning Unit Integrity Report - Closing*. Remove the tamper tape and place it on the back of the report.



# Closing the Polls

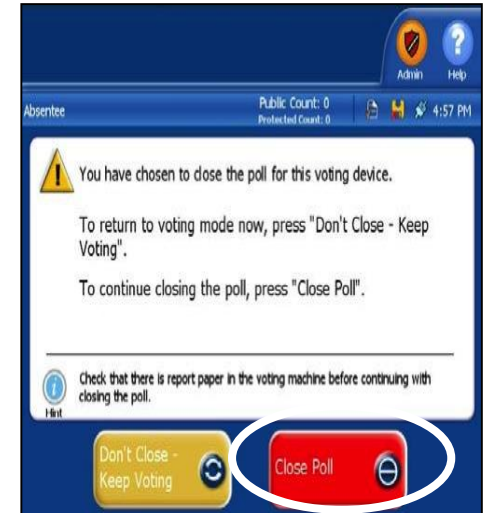
- 8** Use the round key to unlock and open the front access door.



- 9** Push and hold down the **“Close Poll”** button for a second or two and release. The button will turn red.

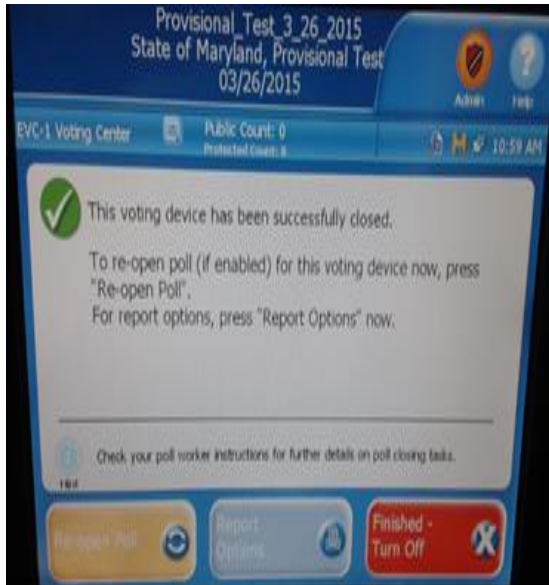


- 10** The Ballot Scanner display reads “You have chosen to close the poll for this voting device.” Touch the **“Close Poll” button on the touchscreen**. Two “Results Reports” will print.



# Closing the Polls

- 11** After the “Results Reports” have finished printing, the display screen reads “This voting device has been successfully closed”. Sign the reports. Place the first results report (with the header) in the Red Memory Stick Security Bag. Place the second results report in the Black Memory Stick Security Bag.



- 12** To Produce the third results reports to post for the public, on the next screen:

- In the “Report Type” box, press “Voting Results”
- In the “Report Format” box, press “Detailed”
- In the “Report Level” box, press “Polling Place”
- Leave all choices blank in the “Miscellaneous” Box

The third report will print. Do not sign this report. Post this third results report next to the morning’s Zero Report for public viewing.

Press the box “Cancel”.

- 13** The display screen will read “This voting device has been successfully closed”. Touch **“Finished – Turn Off”**. Scanning Unit powers off.

**WAIT!**

# Closing the Polls

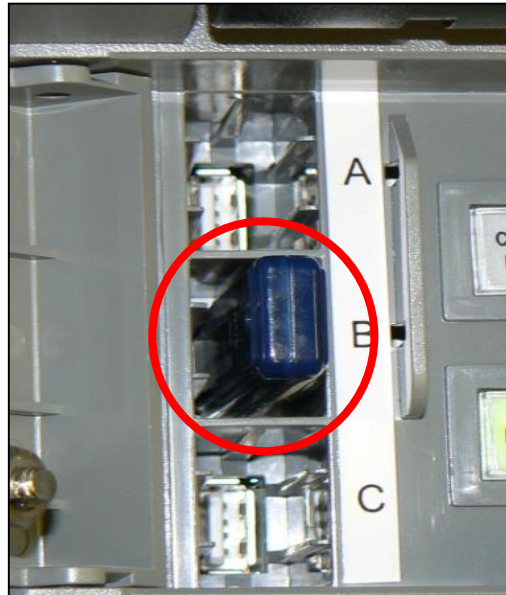
**14** **IMPORTANT:** Allow all lights in the front access door compartment and on the display screen to go completely dark. This process could take several minutes to complete.

Unplug the Scanning Unit from the power outlet.

front access door compartment



**15** After the lights have gone dark, and after the Scanning Unit has been unplugged from the power outlet, gently pull the Memory Stick straight out to remove it from the front access door compartment.



**16** Verify the Memory Stick serial number on column **G** of the Scanning Unit *Integrity Report-Closing*.

G

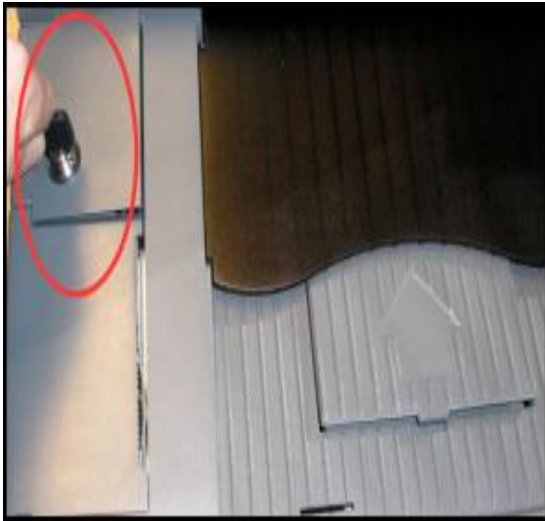


Place the Memory Stick from slot B in the Red Memory Stick Security Bag with the first results tape.



# Closing the Polls

- 17** Close and use the round key to lock the front access door. Do not apply tamper



- 18** Gently lower the display screen and lock the screen into place



- 19** Use the round key to unlock and open the rear access door. Grasp and gently pull the Rear Memory Stick straight out to remove it from the rear access door compartment.





# Closing the Polls

- 20** Verify the rear Memory Stick serial number on column **G** of the Scanning Unit *Integrity Report-Closing*.

G



- 21** Place the rear Memory Stick in the Black Memory Stick Security Bag (with the second results report.) Complete the *Precinct Chain of Custody Form -- VOP-D*. Transfer Memory Stick to Board of Elections as soon as practicable.



- 21** Use the round key to close and lock the rear access door. Do not apply new tamper tape.



# Closing the Polls

- 22** Carefully lower the lid while holding the latches and use the flat key to lock the lid.



- 23** Attach a new security seal to the Scanning Unit lid. Record the new seal number in column **H** of the *Scanning Unit Integrity Report - Closing*.



- 24** **Record** the security seal number of the Main Ballot Box in column **I** of the *Scanning Unit Integrity Report - Closing*.
- Remove** the security seal and use the flat key to unlock and open the Main Ballot Box.



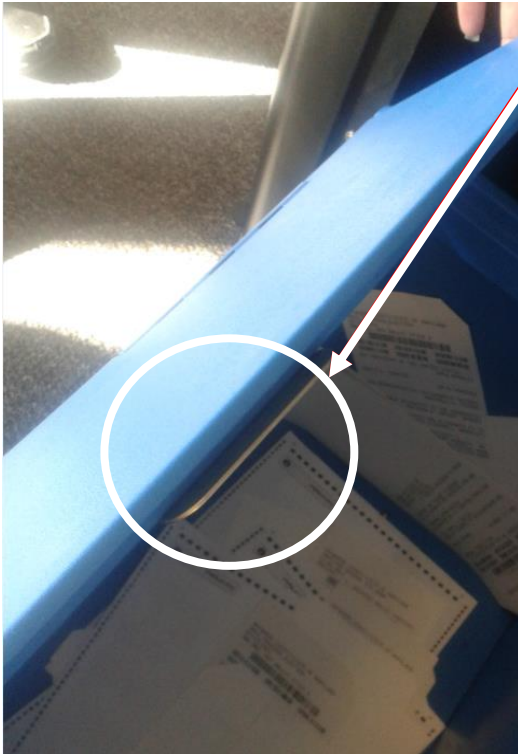
# Closing the Polls

- 25** Reach inside the Main Ballot Box to close the lid loosely on the Ballot Transfer Bin. Use the strap handle to remove the Ballot Transfer Bin. Check that all ballots are inside the blue Ballot Transfer Bin. Check inside the Main Ballot Box for any loose ballots. Place any loose ballots found inside the Main Ballot Box into the Ballot Transfer Bin.



# Closing the Polls

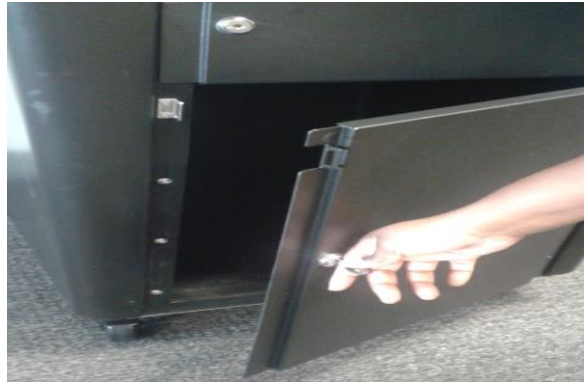
- 26** Tightly close the lid on the Ballot Transfer Bin. Note that the lid has a “tongue-in-groove” fit. Make sure the right side of the lid is inserted into the metal bracket in the middle of the left side of the lid. The lid sits flat when closed properly.



# Closing the Polls

27

Close and use the flat key to lock the Main Ballot Box. A new security seal does not have to be applied.



28

Use the flat key to lock both locks on the Ballot Transfer Bin.





# Closing the Polls

- 29** Apply a security seal on the front and rear of the Ballot Transfer Bin lid. **Record** the seal numbers in columns **J** and **K** of the *Scanning Unit Integrity Report - Closing*. (Note: picture shows tamper tape. Use seals.)



Front

J  
K



Rear

Extend the roller handle and lift the handle to shift the weight of the Ballot Transfer Bin to the rear wheels. Roll the Ballot Transfer Bin to a secure location in the polling place. The Ballot Transfer Bin will remain sealed and will be transported to the local board of elections office.



# Packing the Scanning Unit

- 1 Pack the power cord with the grey surge protector into the back compartment of the Scanning Unit. Close and lock the back compartment door.



- 2 Release the parking brakes by tapping vertical metal tabs forward with toe. **Caution: The metal tabs are sharp.**



- 3 Two election judges roll the Scanning Unit to the Transfer Cart to be loaded for return to the local board of elections.



**Thank you for supporting  
Maryland elections!**